Subject #3: Geography

Project #46: Landforms Table in Word. In this geography lesson, students use Microsoft Word to organize what they've learned about landforms into a three-column table. They list the landform names, examples, and attach a picture of each. Review the sites as a group so the class has the opportunity to discuss what makes a landform, etc. This is a great lesson to coordinate with a classroom unit of inquiry as well as teach students how to make Word tables, import pictures.

Higher-order thinking skills	Technology-specific:	Subject Area/ Learning-specific	Standard: NETS-S
Analyze parts, identify components, organize	*Using tables: formatting/editing Adding pictures*	*Geography, science, spelling*	*3.b, 4.c*

Grade level: 3-5
Prior knowledge: Intro to Word, Project 99 (Internet Basx),
Time required: 45 minutes
Software required: MS Word, internet browser
Vocabulary: landform, table, cell, search engine, tab key, row, column, insert, copy-paste, resize

Lesson Description
- Aligning text in a Word document can be intimidating if you try to do it with tabs. Fortunately, the table feature does this task quickly and effortlessly.
- In a table, columns and rows of text can be aligned, data added/deleted, and the theme highlighted with ease.

Computer Activity
- Have students put their standard heading at the top of the page.
- Enter the document title, *Landforms* underneath—bold, centered and underlined.
- Add a 3x5 table with the table tool. You'll need more than five rows, but we'll add those later.
- Add column headings to the first row—*Landform, Example, Picture*. Use the tab key to move from one cell to the next (tab moves right and shift+tab moves left), and from the last cell in a row to the next row.
- As students add landform types in column #1, discuss what they are. For column #2 *Examples*, have them propose examples of the landforms learned in class or from experience. Suggest they come up with one inside the US and one outside. Help only if needed.
- Do column #3, *Pictures*, at the end.
- When they get to the last cell in the last row, push tab and it'll add another row.
- When finished, use internet search (i.e., Google) to find pictures of the landforms. Let them pause to enjoy the grandeur of nature in these pictures.
- Copy-paste image to correct cell. (Select only public pictures.)
- Check print preview before printing and resize images as needed to fit one page. (See following page)

Extensions
- Format row #1 so the column headings stand out (shade the row, bold the text, enlarge font to 14)
- Add a fourth column with a fact.

Troubleshooting Tips
- *I ran out of rows (add another by tabbing from the last cell in the table)*
- *I can't print (Ctrl+P, file-print)*

LANDFORMS

Landform	Example	Picture
Forest	Amazon Rainforest Redwood forest	
Ocean	Pacific Ocean Indian Ocean	
Desert	Sahara Desert Gobi Desert	
Rivers	Nile River Mississippi River	
Lake	Lake Michigan Lake Victoria	
Mountain	Mount Fuji Mount McKinley	
Plain	Savannah Great Plains	
Valley	Death Valley Nile Valley	
Glaciers	Antarctica Glaciers Alaska Glaciers	